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UNITED STATES CIVIL SERVICE COMMISSION

BULLETIN

Washington 25, D. C.

June 15, 1961

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BULLETIN NO. 890-3

SUBJECT: HEALTH BENEFITS TRAINING IN PREPARATION FOR OCTOBER "OPEN SEASON"

Heads of Departments and Independent Establishments:

In response to inquiries from departments desiring to make firm plans now, the Commission has set a date for the health benefits training conferences to be held in Washington in preparation for the October "open season".

The conferences will be held on Wednesday, August 9. None will last longer than half a day. Topics to be covered include open season registration plans and procedures; changes in the health benefits plans; and other items of interest to agency representatives with health benefits responsibilities.

Staff members of the Commission's Task Force will get in touch with each agency's Health Benefits Officer around the last of June to make the necessary arrangements, including hour, location, and number of agency representatives to attend. It may be practical for a Commission team to come, on August 9, to each of the larger agencies for a conference with representatives of that agency alone. The staff member who calls to arrange time and place will discuss this possibility with your Health Benefits Officer.

As before, the Commission's Regional Offices will conduct training conferences (similar to those held in the Washington area) for field installations. Most of these conferences will be held between August 15 and September 15. Your installations will undoubtedly be receiving announcements

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INQUIRIES: Task Force, Bureau of Retirement and Insurance, DU 6-6127
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of the conferences from our regions in the very near future. Agencies wishing to give their staffs any special instructions about participation in the field conferences should therefore do so promptly.

Warren B. Irons

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Executive Director

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